



14<sup>th</sup> December 2020

Dear Parents,

**Autumn Information Letter 17- COVID Contact Tracing**

You may have seen in the news the DfE had allowed schools to have a Professional Development Day on the last day of term. The main reason for their offer is that school leaders are required to be on-call for the 6 days following the last teaching day to undertake track and trace arrangements in school, if notified of a positive COVID case. Having Thursday 17<sup>th</sup> December as the last teaching day would have meant colleagues were not required to undertake this task on Christmas Eve. Such a late change would not be beneficial for the pupils therefore we have decided to open as normal on Friday 18<sup>th</sup> December.

To help safeguard the school holidays for all pupils and staff please be particularly vigilant about the symptoms this week:

- A high temperature
- A new and continuous cough
- A loss of smell or taste

**If your child is exhibiting any of these, they must not attend school and you should arrange a test for them. Please let school know the result of the test as soon as possible.**

Once the school holiday commences please follow this guidance:

- If your child tests positive for coronavirus (COVID-19), having developed symptoms **more than 48 hours since being in school, the school should not be contacted**. Parents and carers should follow contact tracing instructions provided by NHS Test and Trace.
- For the first 6 days after teaching ends (up to 24<sup>th</sup> December), if your child tests positive for coronavirus (COVID-19), having developed symptoms within 48 hours of being in school, the school is asked to assist in identifying close contacts and advising self-isolation therefore contact the school by email [office@nortonprimary.worcs.sch.uk](mailto:office@nortonprimary.worcs.sch.uk) or telephone the dedicated school number 07871 779132.

Yours sincerely

Mrs J Dean  
Headteacher